

**WAYS AND MEANS COMMITTEE  
AGENDA  
TUESDAY, NOVEMBER 3, 2009**

**4:00 P.M.**

**COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING**

**PAGE NO.**

- I CALL TO ORDER**
- II ROLL CALL**
- 1- 5 III MINUTES (10/6/09)**
- IV PUBLIC INPUT**
- V PETITIONS AND COMMUNICATIONS**
  - A. Register of Deeds**
    - 6-7 1. Internet Fees (Seeking approval of internet fees outlined, effective 1/1/10 - proposed resolution attached)**
    - 8- 9 2. Document Scanner (Seeking authorization to purchase Fujitsu 6700 document scanner at a cost of \$7,000 utilizing Automation Fund - proposed resolution attached)**
  - 10-14 B. Assistant County Executive for Recreation and Administrative Services - Status Report from Resilient C (Receive)**
  - 15-16 C. Region 3 Homeland Security Planning Board Chair - FY2008 Citizen's Corp CERT Grant (Seeking approval of grant agreement; authorization for Board Chair to sign; creation of FY2009 budget for grant funds; approval of required budget adjustments - proposed resolution attached)**
  - 17-18 D. Friend of the Court - FY 2010 Federal Visitation and Access Grant for Bay County Friend of the Court (Seeking approval of grant; authorization for Board Chair to sign all required documents; approval of any required budget adjustments - proposed resolution attached)**
  - 19-23 E. Bay County Extension Director - Proposed Resolutions for Potential Veto of MSU Extension (MSUE) and Michigan Agricultural Experiment Station (MAES) State Funding in State 2009-2010 Budget (Seeking approval of attached resolutions (2))**
  - F. Health Director**
    - 24-25 1. FY 2009-2010 MDEQ Agreement (Seeking approval of Agreement w/State; authorization for Board Chair to sign all related documents; approval of required budget adjustments - proposed resolution attached)**

- 26-27                      2.      Readiness and Emergency Management for Schools (REMS) Grant Agreement w/BAISD (**Seeking approval of Agreement w/BAISD; authorization for Board Chair to sign all related documents; approval of required budget adjustments - proposed resolution attached**)
- 28-37                      G.      GIS Coordinator - 2010 Orthophotography Project (**Seeking authorization to proceed on securing 2010 Digital Orthophotography; authorization for Board Chair to sign required documents; approval of any required budget adjustments - proposed resolution attached**)
- 38-74                      H.      Finance Director - Budget Adjustments (**Seeking approval of various budget adjustments - proposed resolution attached**)

VI      REFERRALS

VII     UNFINISHED BUSINESS

VIII    NEW BUSINESS

IX      CLOSED SESSION (when requested)

A.      Personnel Director - Labor Negotiations

**Motion: To go into closed session pursuant to MCLA 15.268, Sec. 8 (c): For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.**

X       MISCELLANEOUS

XI      ANNOUNCEMENTS

XII     ADJOURNMENT

**PLEASE NOTE:      THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE WAYS AND MEANS COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.**

# WAYS AND MEANS COMMITTEE

## MINUTES

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, OCTOBER 6, 2009, FOURTH FLOOR, BAY COUNTY BUILDING, 515 CENTER AVENUE, BAY CITY, MI 48708.

Call to order @ 4:01 p.m. by Chair Elder.

Roll call:

### MOTION NO.

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
BRIAN K. ELDER, CHAIR P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, VICE CHAIR P	Y	Y	M/Y	Y	M/Y	Y	Y	S/Y	Y	Y	M/Y	M/Y
MICHAEL J. DURANCZYK P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
VAUGHN J. BEGICK P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DAWN A. KLIDA P	M/Y	M/Y	Y	Y	Y	Y	S/Y	Y	M/Y	Y	S/Y	S/Y
ERNIE KRYGIER P	S/Y	Y	Y	S/Y	S/Y	S/Y	Y	Y	Y	Y	Y	Y
KIM COONAN P	Y	Y	Y	M/Y	Y	Y	Y	Y	Y	M/Y	Y	Y
EUGENE F. GWIZDALA P	Y	S/Y	S/Y	Y	Y	M/Y	M/Y	M/Y	S/Y	S/Y	Y	Y
PATRICK H. BESON, EX OFFICIO P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

### MOTION NO.

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
BRIAN K. ELDER, CHAIR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, VICE CHAIR	M/Y	S/Y	Y	S/Y	Y	Y	Y	Y	Y	Y	Y	Y
MICHAEL J. DURANCZYK	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
VAUGHN J. BEGICK	S/Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y
DAWN A. KLIDA	Y	Y	S/Y	Y	S/Y	S/Y	S/Y	S/Y	Y	Y	M/Y	Y
ERNIE KRYGIER	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	S/Y	Y
KIM COONAN	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	M/Y	Y	Y
EUGENE F. GWIZDALA	Y	M/Y	M/Y	M/Y	M/Y	M/Y	M/Y	M/Y	M/Y	Y	Y	M/Y
PATRICK H. BESON, EX OFFICIO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

### MOTION NO.

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
BRIAN K. ELDER, CHAIR	Y	Y										
DONALD J. TILLEY, VICE CHAIR	S/Y	Y										
MICHAEL J. DURANCZYK	Y	Y										
VAUGHN J. BEGICK	Y	Y										
DAWN A. KLIDA	Y	Y										
ERNIE KRYGIER	Y	Y										
KIM COONAN	M/Y	S/Y										
EUGENE F. GWIZDALA	Y	M/Y										
PATRICK H. BESON, EX OFFICIO	Y	Y										

OTHERS PRESENT: M.GRAY, M.FITZHUGH, A.BROWN, T.QUINN, V.ROUPE, R.BRZEZINSKI, T.COONES, B.MACGREGOR, M.RUHLAND, R.SUPER, H.WETTERS, R.REDMOND, BAY 3 TV, D/BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

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**WAYS AND MEANS COMMITTEE**  
**TUESDAY, OCTOBER 6, 2009**  
**PAGE 2**

**MOTION NO.**

**NOTE:** In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2009 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

- 2            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE COOPERATIVE REIMBURSEMENT PROGRAM - TITLE IV-D AGREEMENT FOR FY2009/10 (PROSECUTOR'S OFFICE).**

The next items on the agenda pertained to the Treasurer's Office, the first being a request to upgrade BS&A software to benefit Equalization, Tax Administration and Delinquent Tax Administration. The software will be installed in November and will result in increased efficiency between departments. It was

- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF THE BS&A SOFTWARE UPGRADE AS REQUESTED BY THE TREASURER.**
- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF THE BS&A EQUALIZER INTERNET SERVICES AS REQUESTED BY THE TREASURER.**
- 5            MOVED, SUPPORTED AND CARRIED TO CONCUR WITH THE TREASURER'S RECOMMENDATION TO REDUCE THE 2010 TRANSFER FROM THE DELINQUENT TAX REVOLVING FUND BY \$126,000.**
- 6            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2009 DRAIN ASSESSMENT ROLLS.**

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- 7           **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE DRAIN COMMISSIONER'S UPDATE ON THE 2009 ASSESSMENTS.**
- 8           **MOVED, SUPPORTED AND CARRIED TO APPROVE THE FUND RAISER EFFORT UNDERTAKEN BY THE BAY COUNTY REGISTER OF DEEDS TO BENEFIT "MAKING STRIDES AGAINST BREAST CANCER" THROUGH THE AMERICAN CANCER SOCIETY.**
- 9           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2009-2010 CHILD CARE FUND ANNUAL PLAN/ BUDGET (PROBATE COURT).**
- 10          **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF ELIMINATION OF THE MICHIGAN WORKS! PROGRAM BUDGET EFFECTIVE 10/1/09 (FRIEND OF THE COURT).**
- 11          **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE COUNTY EXECUTIVE'S PROPOSED 2010 BAY COUNTY BUDGET.**
- 12          **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE STATUS REPORT FROM RESILIENT C (ADMINISTRATIVE SERVICES)/**
- 13          **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE PURCHASE OF SOFTWARE FOR THE COUNTY CLERK'S OFFICE FROM EATON COUNTY (ISD).**
- 14          **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF THE HEALTH DEPARTMENT STAFF REORGANIZATION.**

**It was noted by Health Director Barb MacGregor that with the hiring of the Health Educator for the H1N1 Program, this is a position that will receive benefits. It was incorrectly reflected in the letter of request that there would be no benefits but funding is available to cover benefits.**

- 15          **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF THE HEALTH DEPARTMENT PLAN OF ORGANIZATION.**

- 16        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF THE FY 2009-10 COMPREHENSIVE PLANNING, BUDGETING AN CONTRACTING AGREEMENT (HEALTH DEPARTMENT).**
- 17        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF AMENDMENT # 1 TO THE 2009/10 CPBC AGREEMENT (HEALTH DEPARTMENT).**
- 18        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF THE MEMORANDUM OF UNDERSTANDING WITH MICHIGAN STATE UNIVERSITY EXTENSION FOR H1N1 OUTREACH/EDUCATION.**
- 19        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, OF RENEWAL OF THE BAY HEALTH PLAN AGREEMENT (HEALTH DEPARTMENT).**
- 20        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MEDICAL EXAMINER BUDGET ADJUSTMENT IN THE AMOUNT OF \$10,000 (HEALTH DEPARTMENT).**
- 21        **MOVED, SUPPORTED AND CARRIED TO RECEIVE TUITION REIMBURSEMENT FOR DAN DICKS, HEALTH DEPARTMENT SANITARIAN.**
- 22        **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE WELLNESS PRESENTATION PROVIDED BY JULIE CHAMBERLAIN (PERSONNEL DEPARTMENT).**
- 23        **MOVED, SUPPORTED AND CARRIED TO REFER FUNDING FOR THE 2010 WELLNESS PROGRAM TO THE 2010 BUDGET PROCESS.**
- 24        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL, 10/6/09, TO POST/FILL A TEMPORARY FULL TIME OUTREACH WORKER/TYPIST CLERK II VACANCY IN THE HEALTH DEPARTMENT.**
- 25        **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF SUBMITTED BUDGET ADJUSTMENTS.**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



**Victoria L. Roupe**  
Bay County Register of Deeds

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**Kellie Daniels**  
Deputy Register of Deeds  
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October 22, 2009

TO: Brian Elder, Chair  
Ways and Means Commlltee

FROM: Vicki Roupe  
Register of Deeds

SUBJECT: INTERNET FEES

**BACKGROUND:**

The Bay County Register of Deed's Office had been ready to put our images on the internet. However, with the Social Security Act this was delayed. While we were well within the guidelines of the law, I did not want to put any images out on the Internet that contained Social Security numbers. All Social Security numbers have been redacted from our documents where there is an image available. We would like to begin having the images available the first of the year with the following proposed fees:

\$5.00 log on fee  
\$1.00 per page copy charge

No contracts with title companies. We will continue to bill the title companies as we have in the past, however, if their bill is not paid by the 15<sup>th</sup> of the following month their service will be discontinued and they must pay a \$25.00 reconnect fee.

CherryLan already has a credit card program in place so no other arrangements would need to be made for credit card usage.

**ECONOMICS/FINANCE:**

The County will not incur any costs but will recognize new revenue.

**RECOMMENDATIONS:**

Recommend the Board of Commissioners approve the Internet fees.

If anyone has any questions regarding these fees, I would be happy to discuss this at your convenience.

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**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/09**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/09)

WHEREAS, The Bay County Register of Deeds' Office has been ready to put images on the Internet, however, due to Social Security Act requirements, this action was delayed to insure that all social security numbers were redacted from documents where there is an image available; and

WHEREAS, The Register of Deeds' Office wishes to begin having the images available January 1, 2010, with the following fees to be charged: \$5.00 log-on fee; \$1.00 per page copy charge; and

WHEREAS, There will be no contracts with title companies who will continue to be charged as in the past, however, if payment is not received by the 15<sup>th</sup> of the month their service will be discontinued with a \$25.00 reconnect fee required; and

WHEREAS, Bay County will not incur any costs but will recognize new revenue; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the recommended Register of Deeds' Internet Fees, i.e. \$5.00 log-on fee; \$1.00 per page copy charge; and \$25 reconnect fee, effective 1/1/10.

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

Register of Deeds - Internet Fees 2010

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



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TDD (989) 895-4049

October 27, 2009

TO: Brian Elder, Chair  
Ways and Means Committee

FROM: Vicki Roupe *Vicki Roupe*  
Register of Deeds

SUBJECT: **FUJITSU 6700 DOCUMENT SCANNER**

**BACKGROUND:**

The Register of Deed's Office currently scans documents on a daily basis. The current scanner was purchased in 2003 for \$19,700. While this scanner is still operational, I am requesting permission to purchase a Fujitsu 6700 document scanner for a cost not to exceed \$7,000. This new scanner will increase efficiency in the office due to it's speed and the fact that we would be able to place fragile documents on the glass (currently we do not have that option). This printer is the latest to adhere to the strictest of environmental regulations including Energy Star, Reduction of Hazardous Substances and Volatile Organic Compound to better our environment.

**ECONOMICS/FINANCE:**

Funds would be taken from the automation fund for this purchase, therefore no general funds would be required.

**RECOMMENDATIONS:**

Recommend the Board of Commissioners approve this purchase.

If anyone has any questions regarding this purchase, I would be happy to discuss this at your convenience.

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**No. 2009-**

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/09**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/09)

WHEREAS, The Bay County Register of Deed's Office currently scans documents on a daily basis utilizing a functioning scanner purchased in 2003 for \$19,700; and

WHEREAS, The Register of Deeds is recommending the purchase of a new Fujitsu 6700 scanner at a cost of \$7,000 which will increase efficiency because of the speed at which it operated and which will accommodate fragile documents, an option not available on the existing scanner; and

WHEREAS, Funds are available in the Register of Deed's Automation Fund with no general fund dollars required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the purchase of a Fujitsu 6700 scanner for the Register of Deed's Office at a cost of \$7,000 utilizing Automation Funds; Be It Further

RESOLVED That the budget adjustments required are approved.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

Register of Deeds - Fujitsu Scanner

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY  
Administrative Service**

**Michael K. Gray,**  
Assistant County Executive for  
Recreation & Administrative Services  
graym@baycounty.net

515 Center Avenue  
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**Thomas L. Hickner**  
County Executive

**BUILDINGS & GROUNDS**  
Richard Pabalis, Superintendent  
pabalir@baycounty.net

**INFORMATION SYSTEMS**  
Robert Super, Director  
superr@baycounty.net

**RECREATION**  
Brent Golk, Recreation & Clubhouse Supervisor  
goikb@baycounty.net

## MEMORANDUM

**DATE:** October 28, 2009

**TO:** Mr. Brian Elder, Chairperson  
Ways & Means Committee  
Bay County Board of Commissioners

**FROM:** Michael K. Gray, Assistant County Executive for Recreation & Administrative Services

**SUBJECT:** Status report from Resilient-C.

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**Request:** Receive the attached status reports from Resilient-C.

**Background:** Resilient-C is performing consulting work on re-engineering business process for Bay County on three scope items:

1. Tyler-Munls - continuation of work begun previously.
2. Homeland Security - accounting and purchasing improvements.
3. Assistance on Health Dept. Software selection.

**Economics:** The Board of Commissioners by Resolution 2009-182 authorized Resilient-C to perform 350 hours of consulting on the scope items discussed above at a rate of \$50 per hour of consulting, not to exceed \$17,5000.00.

Purchase Order # PO-90076800 was issued. It calls for a monthly report to be furnished by Resilient-C to my office on the last Monday of each month.

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This report will then be forwarded to the Ways & Means Committee each month.

**Recommendation:** Receive the attached report.

MKG/ec

cc:	Tom Hickner	Tom Plachta
	Amanda Brown	John West
	Barb MacGregor	Pat Bostick
	Bob Redmond	Tim London
	Bob Super	Mike Ruhland
	Rick Brzezinski	Jane Hoying
	Joel Strasz	Tim Quinn

## **Resilient-C Summary of Work Completed – 29SE09 through 16OC09**

- **Health Department Software Selection (Approx. 75 %)**
  - Worked with Health Dept. personnel to define scope and remote support requirements
  - Worked with IT to define hardware and software requirements
  - Performed cost breakdown comparative analysis with Purchasing and Finance (“Apples to apples” comparison of cost by function / module)
  - Analyzed Health Dept. workflow relative to software use
- **MUNIS – Resolve Functionality and Application Issues (20%)**
  - Finance – Arranged trial for accounts payable posting to occur several times per week rather than bi-monthly (on the day of the check run). This improves ability of the Treasurer’s Office to plan for disbursements.
  - Treasurer’s Office – Set up evaluations of Treasury Management Module and Treasury fund (MUNIS options) to resolve multiple open issues.
- **Homeland Security (5%)**
  - Developed and defined structure for MUNIS Grant and Project Accounting Module
  - Identified areas of focus for improving Homeland Security Purchasing and Legal Review processes.

**Total Hours = 122** (Reference breakdown detail by date)

1/21

## Resilient-C Hours - Sept. 10 through Sept. 28, 2009

Date	Total Hours	Purpose	Output
7/27/2009	4	9:00 - MUNIS Open Issues Conference call, Treasurer's team meeting, & TO meeting debrief with Amanda Brown. Minutes generated and distributed.	Open Issues Matrix - 27JL
7/30/2009	2	Scheduled meeting with Amanda Brown and Frances Horgan to discuss Procurement Card roll-out, launch Homeland Security PO processing efficiency improvements, and HS fund option (w/lt Tom Plachta)	Transmitted final files. Awaiting MCC file from Frances.
8/10/2009 and 8/11/09	5	9:00 - 11:00 MUNIS Open Issues Conference call - Finance & Treasurer's Office. Minutes generated and distributed.	Open Issues Matrix - 10AU
8/11/2009	3	Generate and present Resilient-C update - work completed and proposed projects. Requested by Pat Beson.	File and presentation at Board meeting
8/17/2009	5	2:00 - 3:30 MUNIS Open Issues Conference call - Finance & Treasurer's Office. Minutes generated and distributed.	Open Issues Matrix - 17AU
8/31/2009	5	9:00 - 11:00 MUNIS Open Issues Conference call - Finance & Treasurer's Office and attend/ report out at Mike Gray's update meeting. Minutes generated and distributed.	Open Issues Matrix - 31AU
	24	No Charge	
9/10/2009	14	Kick off meeting for Health Department Software Selection, gather background information, RFQ, vendor quotes, surveys, etc.	Software Selection Responsibility Matrix - 10SE
9/10/2009	5	2:00 - 3:30 MUNIS Open Issues Conference call - Finance & Treasurer's Office. Minutes generated and distributed.	Open Issues Matrix - 10AU
9/11/2009	2.5	10:00 to 11:15 - Homeland Security meeting chaired by Mike Gray - Set up new fund and tracking system for MUNIS	Email of 09/11/09 to Tom Plachta
9/11/2009	13.5	Functional assessment of Health Dept. software selection criteria and evaluations	Capability Assessment 090911
9/14/2009	16	10:30 MUNIS Meeting - Mike Gray. Continued functional assessment of Health Department Software	Vendor Evaluation Scoring spreadsheet
9/15/2009	12	Formal introduction at Health Department with Joel Strasz. Reviewed structure of survey analysis and reviewed preliminary functional assessment structure & approach	Vendor Evaluation Scoring & Capability Assessment Spreadsheets
9/17/2009	10	Continue with survey analysis and functional assessment	
9/18/2009	16	Continue with survey analysis and functional assessment. Review preliminary survey results. Collect information and refine functional priorities with Barb McGregor & Joel Strasz.	
9/21/2009	12	MUNIS Open Issues Conference call & MUNIS Treasury Module review. Follow-up on open items and new items from Conference call	- Generate and distribute MUNIS Open Issues Matrix
9/22/2009	4	Follow-up on open items and new items from Conference call. Reorganize Open Issue Priorities.	
9/25/2009	14	Updated spreadsheets and added cost comparison breakdowns.	Updated Capability Assessment spreadsheet
9/28/2009	9	10:30 MUNIS Meeting - Mike Gray. Follow-up on open MUNIS items and updates to Capability Assessment Spreadsheet. Status report out to M. Gray.	Vendor Evaluation Scoring, Capability Assessment, and module detail by function spreadsheets
	128	Total Hours	

## Resilient-C Hours - Sept. 29 through Oct. 16, 2009

Date	Total Hours	Purpose	Output
9/29/2009	12	MUNIS conference call for Treasurer's Office - Deposit reporting issue (consolidation), Health Dept. Meeting to define next steps, complete MUNIS action items and work in Health Dept.	
9/30/2009	12	Work at Health Dept.	
10/1/2009	8	Homeland Security - RFP delays - gather background information, MUNIS conference call for overview / launch of Grant & Project Accounting Module.	Timeline for 2 RFP's
10/2/2009	12	Health Dept. Vendor Selection status meeting, Timing of accounts payable postings meeting, updates to MUNIS issues.	
10/5/2009	16	MUNIS Open Issues conf. Call for Finance & Treasurer's office. Investigate Grant & Project Accounting Module capabilities and developed structure.	MUNIS Open Issues Matrix 091005
10/6/2009	16	Health Dept. Vendor - Define next steps and strategy to select software option. Met with Homeland Security John West and Pat Bostick to present proposal of Grant & Project Accounting Structure. Refine MUNIS Open Issues Matrix	MUNIS Open Issues Matrix 091006 - Clarifications & Homeland Security Responsibility Matrix documenting set-up structure
10/7/2009	8	Health Dept. Information collection, Homeland Security Purchasing meeting chaired by Mike Gray to resolve RFP delays	
10/8/2009	2	Conference call with MUNIS to confirm structure of Grant & Project Accounting module set-up.	
10/9/2009	6	Interviews at health Dept. to uncover requirements, by group, and define current systems	
10/12/2009	4	Treasurer's Office MUNIS Open Issues Conference Call and prep for MUNIS Treasury Mgt. Module demo.	MUNIS Open Issues Matrix 091012
10/13/2009	2	Report out at Mike Gray's MUNIS meeting and prep for MUNIS Treasury Mgt. Module demo.	
10/15/2009	8	Prep & conduct Vendor Quote Analysis Meeting with Amanda & Frances	
10/16/2009	16	Follow up on IT & Purchasing open items for Health Dept. Conference call with Max Machuta on Purchasing and Contract boilerplate structure. Completed prep for MUNIS review of Treasury Fund and Treasury Mgt. Module.	Health Dept. Resp. Matrix 091016
	<b>122</b>	<b>Total Hours</b>	





**No. 2009-**

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/09**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/09)

WHEREAS, Bay County has been acting as fiduciary for the Citizen's Corps Program since the first grant application was submitted in 2006; and

WHEREAS, Application has been submitted and approved for FY 2008 CCP funding with Bay County again acting as fiduciary; and

WHEREAS, The allocation of CCP funds for the FY08 grant for Citizen Corps is \$67,235.00; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Board Chair to sign the FY 2008 Citizen's Corps Program grant agreement following legal review/approval; Be It Further

RESOLVED That authorization is granted for the fiduciary agent to create the 2009 budget for said grant with all budget adjustments required for administering the funds approved.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

Homeland Security - FY 2008 CCP CERT Grant

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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# Memorandum

**To:** Brian K. Elder, Chairman, Ways and Means Committee  
**From:** Nichole Smith, Office Manager, Friend of the Court  
**Date:** 10/20/2009  
**Re:** FY 2010 Federal Visitation and Access Grant for the Bay County Friend of the Court

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## REQUEST:

For this item to be placed on the Ways and Means Agenda for November 2009 and for Board Authorization for the Chairman of the Board to sign all related documentation and/or contracts pertaining to the Federal Access and Visitation Grant for the Bay County Friend of the Court.

## BACKGROUND:

The State Court Administrative Office (SCAO) is the administrative agency of the Michigan Supreme Court and is responsible for administering the Federal Access and Visitation Grants to courts for the provision of direct services that increase non-custodial parents' access to and visitation with their children.

SCAO is contracting with the Bay County Friend of the Court for the provision of direct services that support and facilitate non-custodial parents' access to and visitation with their children. The direct Service Provider Agency for the Bay County Friend of the Court is Lutheran Child & Family Service. Lutheran Child & Family Service will provide supervised parenting time based on Court Order referrals from the Friend of the Court office. Supervised (including monitored and therapeutic) parenting time is eligible for reimbursement under this Agreement.

## FINANCE:

The total Access and Visitation funding available to the Bay County Friend of the Court is \$2,200.00. FY 2009's allocation was \$2250.00, which demonstrates a decrease in FY 2010 of \$50.00. This number is based upon what our office used in the prior year.

## RECOMMENDATION:

The Friend of the Court requests the Board of Commissioners authorize the Chairman of the Board to sign all related documentation and /or contracts pertaining to the Federal Access and Visitation Grant after review by Corporation Counsel.

**BAY COUNTY BOARD OF COMMISSIONERS  
11/10/09**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/09)

WHEREAS, The State Court Administrative Office (SCAO) is the administrative agency of the Michigan Supreme Court and is responsible for administering the Federal Access and Visitation Grants to courts for the provision of direct services that increase non-custodial parents' access to and visitation with their children;

WHEREAS, The SCAO is contracting with the Bay County Friend of the Court for the provision of direct services that support and facilitate non-custodial parents' access to and visitation with their children; and

WHEREAS, The direct Service Provider Agency for the Bay County Friend of the Court is the Lutheran Child & Family Service which will provide supervised parenting time based on Court Order referrals from the Friend of the Court office; and

WHEREAS, Supervised (including monitored and therapeutic) parenting time is eligible for reimbursement through contractual agreement; and

WHEREAS, The total Access and Visitation funding available to the Bay County Friend of the Court is \$2,200.00, the 2009 allocation was \$2,250, a decrease for FY 2010 of \$50. This number is based upon what the Friend of the Court Office used in the prior year; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the FY 2010 Federal Access and Visitation Grant is approved and the Chairman of the Board is authorized to execute the grant and related documents as well as contracts pertaining to the Federal Access and Visitation Grant following legal review/approval; Be It Further

RESOLVED That any budget adjustments required are approved.

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

FOC-FY 2010 Visitation & Access Grant

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**MICHIGAN STATE  
UNIVERSITY  
EXTENSION**

TO: Brian Elder, Chair Bay County Ways and Means Committee

FROM: Howard Wetters, Bay County Extension Director

DATE: October 27, 2009 *Howard Wetters*

RE: Proposed Resolutions for Potential Veto of MSU Extension (MSUE) and Michigan Agricultural Experiment Station (MAES) state funding in state 2009-2010 budget

In my previous correspondence to you I indicated that Governor Jennifer Granholm may line item veto all funding in the Higher Education budget for both MSUE and MAES. This would eliminate most if not all funding for both organizations including \$16 million federal dollars received through the Smith-Lever Act and tens of millions of dollars in federal and private grant research funding.

This action would shut down most of our operations. If funding lines are vetoed, MSUE will be forced to cancel all county- and campus-based programs and meetings immediately, eliminating the 4-H youth development program that interacts with over 3,500 Bay County youth, and will immediately close 17 MAES research stations across the state.

The governor's action would send an unfortunate message given that Michigan State University in its entirety, under President Lou Anna Simon's leadership, is the only institution of higher education in Michigan that has committed itself to restructuring all its operations in recognition of the new economic realities we face in Michigan. MSU, CANR, MSUE, and MAES are already committed to reducing dependence on state general fund expenditures by 20 percent over the next four years and will accelerate that time table in the current environment. That effort would reduce MSU's reliance on state funding by over \$60 million. If every higher education institution made the same commitment, it would reduce the state Higher Education budget from its 2008-2009 base by over \$370 million. If those who step forward and take unpopular actions to address the deficit we face are punished for that effort, why would anyone else step forward to do the heavy lifting required to balance our state budget?

Attached are two resolutions I would ask the Bay County Board of Commissioners to consider passing that address this issue. One opposes the governor's veto of the line items; the second resolution asks the legislature to override the veto if it occurs. I hope you will consider passing both. Michigan State University is working diligently to lower its cost of operation and still provide the services our community and state needs. Bay County is one of a handful of counties that have prepared for these tough times. MSU is the only university in Michigan currently working to address the state budget problem by cutting its need for state dollars. We would appreciate it if you would recognize the work our institutions are doing to support and follow the leadership you have already provided. I will be available all week, and before and at your Ways and Means meeting to answer any questions you may have.

C: Board of Commissioners  
Andrea Brown

Bringing Knowledge to Life!

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**BAY COUNTY**

Michigan State University  
Extension  
Suite 301  
515 Center Avenue  
Bay City, Michigan  
48708-5124

989-895-4026  
FAX 989-895-4217  
TDD 989-895-4039  
msue09@msu.edu  
baycounty-mi.gov/MSUE

MSU is an affirmative action,  
equal-opportunity employer.  
Michigan State University Extension  
programs and materials are open to all  
without regard to race, color,  
national origin, gender, gender identity,  
religion, age, height, weight, disability,  
political beliefs, sexual orientation,  
marital status, family status,  
or veteran status.  
Michigan State University,  
U.S. Department of Agriculture and  
counties cooperating.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/09**

**Resolution for the Bay County Board of Commissioners  
Urging the Legislature to override the proposed line-item veto  
of MSUE and MAES funding**

*BY: WAYS AND MEANS COMMITTEE (11/3/09)*

- Whereas,* Michigan State University Extension (MSUE) and the Michigan Agricultural Experiment Station (MAES), and the MSU College of Agriculture and Natural Resources (CARN) have had a valued partnership with county, state and federal government for 86 years; and
- Whereas,* a line-item veto from the Governor if it comes to pass will result in zero funding for MSUE and MAES, causing all 82 MSUE county offices and 17 research stations across the state to close, and eliminate the 4-H youth development program that serves over 3,500 Bay County youth; and
- Whereas,* the MSU Extension Bay County office through grants, MSU state and federal funding, and donations brings over three dollars of resources to Bay County citizens for every one dollar Bay County expends to support the MSU Extension Bay County office; and
- Whereas,* MAES, CANR, MSUE, and Michigan State University in its entirety is the only institution of higher education in Michigan that has committed itself to restructuring all its operations in recognition of the new economic realities we face in Michigan, and committed itself to reduce dependence on state expenditures by 20 percent over the next four years; and
- Whereas,* Michigan's agri-food industry is one of few bright sectors in an otherwise dismal state economy growing at five times the rate of the overall state economy; and
- Whereas,* MAES, CANR, and MSUE are providing the research for the green economy and translating that research into the creation of new jobs for Michigan; and
- Whereas,* in 2008, MAES and MSUE funds generated a total economic impact for the State of Michigan of \$1.062 billion; and, for every \$1 provided by the state, MAES and MSUE generated another \$2.33 for research and Extension work in Michigan, and, if this veto comes to pass, this income will be lost, with much of it going to other states; and
- Whereas,* if this veto comes to pass, Michigan will be the only state in the nation **not** to have a university with comprehensive land-grant programs; and
- Whereas,* every county and every legislative district is affected by the veto of MAES and MSUE funding, which are outreach programs that make a significant impact on people's lives; therefore, be it now

Resolved, that on this 10<sup>th</sup> day of November in the year of Two Thousand Nine, that Bay County urges the Legislature to override the Governor's veto of the MSUE and MAES Higher Education budget as passed by the Legislature.

BRIAN K. ELDER, CHAIR

AND COMMITTEE

MSUE - Veto Override

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/09**

**RESOLUTION**

**Resolution for the Bay County Board of Commissioners  
Opposing a veto of MSUE and MAES funding from the State**

*BY;*            *WAYS AND MEANS COMMITTEE (11/3/09)*

*Whereas,*      Michigan State University Extension (MSUE) and the Michigan Agricultural Experiment Station (MAES) have had a valued partnership with county, state and federal government for 86 years; and

*Whereas,*      the Bay County MSU Extension office through grants, MSU funding and donations brings over three dollars of resources to Bay County citizens for every one dollar Bay County expends to support the MSU Extension Bay County office; and

*Whereas,*      state budget decisions related to our partnership are of extreme concern, with the potential of a line-item veto resulting in zero funding for MSUE and MAES; and

*Whereas,*      the impact of our state funding partner's decision has devastating consequences for MSUE and our county partners, as more than 80 percent of state funding supports the staff members of MSUE statewide; and

*Whereas,*      MAES, CANR, MSUE, and Michigan State University in its entirety is the only institution of higher education in Michigan that has committed itself to restructuring all its operations in recognition of the new economic realities we face in Michigan, and committed itself to reduce dependence on state expenditures by 20 percent over the next four years; and

*Whereas,*      if funding lines are vetoed, MSUE will be forced to cancel all county- and campus-based programs and meetings immediately, eliminating the 4-H youth development program that interacts with over 3,500 Bay County youth, and will immediately close 17 MAES research stations across the state; and

*Whereas,*      MAES and MSUE are providing the research for the green economy and translating that research into the creation of new jobs for Michigan; and

*Whereas,*      Michigan's agri-food industry is one of few bright sectors in an otherwise dismal state economy growing at five times the rate of the overall state economy that is providing the research for the green economy and translating that research into the creation of new jobs for Michigan; and

*Whereas,*      in 2008 MAES and MSUE funds generated a total economic impact for the State of Michigan of \$1.062 billion; and, for every \$1 provided by the state, MAES and MSUE generated another \$2.33 for research and Extension work in Michigan, and,



with a veto, this income would be lost, with much of it going to other states; and,

*Whereas,* every county and every legislative district will be affected by a veto of MAES and MSUE funding, which are outreach programs that make a significant impact on people's lives; and

*Whereas,* the reputation of MSU will be damaged, and it will take years to restore the faith of federal and foundation funders and private donors. Now, therefore, be it

**RESOLVED** That on this 10<sup>th</sup> day of October in the year Two Thousand Nine, the Bay County Board of Commissioners urges the Governor to sign the Higher Education budget as passed by the Legislature.

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

MSUE - Opposition to Veto

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



# BAY COUNTY Health Department

Thomas L. Hickner  
Bay County Executive

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN  
Health Director

1200 Washington Avenue  
Bay City, Michigan 48708  
(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049

To: Brian Elder, Chairman  
Ways and Means Committee

From: Barbara M. MacGregor  
Health Director

Date: October 23, 2009

RE: Michigan Department of Environmental Quality (MDEQ) Agreement with the Bay County Health Department

## **BACKGROUND:**

The proposed agreement for FY 2009-2010 is a renewal of the current agreement between Bay County, on behalf of the Bay County Health Department (BCHD), and the MDEQ. The agreement engages the BCHD to render certain technical services related to Non-Community Water Supply, Drinking Water Long-Term Monitoring, Federal Beach Monitoring, Public Swimming Pools, Septage, and Campgrounds.

## **FINANCIAL CONSIDERATIONS:**

The agreement specifies that BCHD will receive \$10,095 to provide the aforementioned program services. This is a decrease of \$6,032 over the FY 2008-09 grant award.

## **RECOMMENDATIONS:**

Upon favorable review by Corporation Counsel, the Department recommends this Agreement be approved signed by the Board Chair, as well as all budget adjustments relating to this Agreement.

CC: Tom Hickner, County Executive  
Joel Strasz, Public Health Services Manager  
Marty Fitzhugh, Corporation Counsel  
Amanda Brown, Finance  
Kim Priessnitz, Finance

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No. 2009

## BAY COUNTY BOARD OF COMMISSIONERS

11/10/09

### RESOLUTION

BY: WAYS AND MEANS COMMITTEE (11/3/09)

WHEREAS, The Michigan Department of Environmental Quality (MDEQ) Renewal Agreement between Bay County (Health Department) and the MDEQ has been submitted; and

WHEREAS, This Agreement for FY 2009-2010 provides \$10,095 in funding and engages the Bay County Health Department to provide various technical services. This funding has been decreased by \$6,032 from the FY 2008/2009 grant award; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the State of Michigan, Department of Environmental Quality (MDEQ) - Local Health Department (LHD) Contract for FY 2009/2010 for the Environmental Health Division to provide various services (Non-Community Water Supply, Drinking Water Long Term Monitoring, Federal Beach Monitoring, Public Swimming Pools, Septage, and Campgrounds) is approved and the Chairman of the Board authorized to execute said Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That budget adjustments, if required, are approved.

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

Health Dept - 2009-2010 MDEQ Agt

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

- 25 -



Thomas L. Hickner  
Bay County Executive

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN  
Health Director

1200 Washington Avenue  
Bay City, Michigan 48708  
(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049

## MEMO

**To:** Brian Elder, Chairperson, Ways and Means Committee

**From:** Barbara MacGregor, Health Director

**CC:** Tom Hickner, Melissa Maillette, Marilyn Laurus, Joel Strasz, Marty Fitzhugh, Amanda Brown, Tim Quinn, Michael Gray, Kim Priessnitz

**Date:** October 23, 2009

**Re:** Readiness and Emergency Management for Schools (REMS) Grant Agreement with Bay Arenac Intermediate School District (BAISD)

---

### Background

The REMS grant program provides funds to local educational agencies (LEAs) to establish an emergency management process that focuses on reviewing and strengthening emergency management plans, within the framework of the four phases of emergency management (Prevention/Mitigation, Preparedness, Response and Recovery). The program also provides resources to LEAs to provide training for staff on emergency management procedures and requires that LEAs develop comprehensive all-hazards emergency management plans in collaboration with community partners, including public health. As part of the grant priorities, the BAISD has indicated its desire to enter into an agreement whereby the Bay County Health Department would provide consultation services and/or training in the areas of:

- Development of Infectious Disease Plan for Schools
- Development of Food Defense Plan for Schools
- Training involving infectious disease and food defense planning

### Financial Considerations

The Health Department will provide services, in consultation with the BAISD REMS Project Director and School Safety Coordinator, between November, 2009 and January 31, 2011, when the project ends. The Health Department will be paid a fee of \$12,000 to provide these services.

### Recommendations

Upon favorable review by Corporation Counsel, the Health Department recommends the Board Chair sign the BAISD Agreement, and seeks Board approval for any necessary budget adjustments related to this Agreement.

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**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/09**

**RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (11/3/09)
- WHEREAS, The Readiness and Emergency Management for Schools (REMS) Grant Program provides funds to local educational agencies (LEAs) to establish an emergency management process that focuses on reviewing and strengthening emergency management plans within the framework of the four phases of emergency management (Prevention/Mitigation, Preparedness, Response and Recovery); and
- WHEREAS, The grant also provides resources to LEAs to provide training for staff on emergency management procedures and requires that LEAs develop comprehensive all-hazards emergency management plans in collaboration with community partners, including public health; and
- WHEREAS, As part of the grant priorities, the BAISD has indicated its desire to enter into an agreement whereby the Bay County Health Department would provide consultation services and/or training in specific areas; and
- WHEREAS, The Bay County Health Department will provide services in consultation with the BAISD REMS Project Director and School Safety Coordinator between November 2009 and January 31, 2011 and will be paid a fee of \$12,000 to provide the services; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the REMS Grant Agreement with the Bay Arenac Intermediate School District (BAISD) and authorizes the Chairman of the Board to execute said Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED That all budget adjustments required are approved.

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

Health Dept - REMS Agt

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Klida				Brian K. Elder			
Patrick H. Beeson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Boglick				Kim Coonan				Donald J. Tilley			

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY**  
**GEOGRAPHIC INFORMATION SYSTEMS**  
515 Center Avenue, Suite 505  
Bay City, Michigan 48708

**DAVID ENGELHARDT**  
**GIS COORDINATOR**  
engelhardtd@baycounty.net

Phone (989) 895-4064  
Fax (989) 895-4068  
TDD (989) 895-4049  
<http://www.baycounty-mi.gov>



**LAURA OGAR, DIRECTOR**  
Environmental Affairs &  
Community Development

Geographic Information Systems  
Gypsy Moth Suppression Program  
Housing Rehabilitation  
Mosquito Control  
Transportation Planning

**TOM HICKNER**  
County Executive

**TO:** Brian Elder, Chairman  
Ways and Means Committee

**FROM:** David Engelhardt, GIS Coordinator *DAE*

**DATE:** October 28, 2009

**RE:** 2010 Orthophotography Project

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Please consider the following at the next meeting of the Ways and Means Committee scheduled for November 3, 2009:

**Background:**

Consistent with the Bay County GIS program work plan, it is our intent to secure updated aerial photography in the Spring of 2010. Existing aerial photography was obtained in 2005 and our goal is to update the photography every five years. The Bay County GIS program has been researching alternate funding options along with the best mix of project partners in order to acquire new Digital Orthophotography in the spring of 2010.

Currently three options exist:

1. Partner with the State of Michigan & Microsoft/Bing Maps (Dow and City of Bay City possible partners)
  - a. 12" pixel product (no Dow funding as this will not meet their specifications)
  - b. 6" pixel product (will meet Dow specifications)
2. Partner with Saginaw County and Midland Counties and utilize USGS funding (possible Dow funding)
3. Partner with the City of Bay City (possible Dow funding)

**Summary:**

It is the intent of the Bay County GIS program to choose a preferred product/partner choice and acquire new Digital Orthophotography in the spring of 2010. Funding options will depend upon which project option is ultimately chosen. No General Fund money will be requested.

**Economics/Finance:**

As with the previous 2005 Digital Orthophotography project, we will not be looking for any General Fund dollars for this project. Funding will come from private business, other local units of government, the Bay County Road Commission, non General Fund programs, and millage based programs.

**Recommendation:**

Favorable recommendation to the Board of Commissioners to approve moving forward on securing 2010 Digital Orthophotography and the signing of all documents and budgets adjustments that might be required for this project.

enclosures

cc: Tom Hickner  
Mike Gray  
Martha Fitzhugh  
Laura Ogar

-28-

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# Statewide Ortho Imagery Product Description

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*prepared for*  
The State of Michigan

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*prepared by*  
Vexcel, A Microsoft Company

*Technical questions may be directed to  
Walter F. Kalley, Ph.D.  
Program Manager, Geospatial Applications  
phone: 720 938 8340  
email: walter.kalley@microsoft.com*

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Revision Date: October 22, 2009

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Microsoft Proprietary Data

**Approvals****Vexcel**

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Kevin Fletcher,  
President

---

Date**State of Michigan**

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Date**1. Introduction**

This document describes Vexcel's statewide orthographic imagery product, which is part of Microsoft's Bing Maps unlimited transactions offering being extended to the state and local governments. Vexcel is a wholly owned subsidiary of Microsoft specializing in geospatial solutions. Vexcel's role is to provide current, high quality, custom full color orthographic imagery to the customer and oversee its publication on Bing Maps. Microsoft's Bing Maps business unit will at the same time provide unlimited Bing Maps transactions to participating government agencies at no additional charge under this purchase.

This version of the Statewide OrthoImagery Product Description has been specially prepared for the state of Michigan. Items unique to the state of Michigan are highlighted in bold text within this document.

Orthographic Imagery mosaics will be collected and processed covering the applicable area at 1 foot resolution. The Imagery is included with license of Microsoft Bing Maps Enterprise. These Images will be published within Microsoft's Bing Maps Enterprise Platform available via the API at <http://www.microsoft.com/maps/developers/> and also will be delivered to the state as full color ortho-mosaics in GeoTiff format. The joint product, as described herein, can be ordered on a yearly basis by the participating government entity for up to three years, or the duration of their existing Microsoft Enterprise Agreement. After this period, pricing will be adjusted to reflect economic conditions at that time, and the agreement may be extended with any modifications agreed to by the participating government entity and Microsoft.

The volume of Imagery being collected during the remaining three year term of the current State of Michigan Microsoft Enterprise Agreement is three fifths of the State or approximately 34,089 square miles. Approximately here means within 300 square miles of this amount. The Imagery will be



collected by entire counties, or larger areas containing at least an entire county. The areas and counties to be collected during each flying season will be chosen by the state of Michigan.

Counties larger than 1600 square miles can participate based on 1/2 the area of their county being flown in a single year, and there is the opportunity, but not the obligation, to fly the rest of the county in a subsequent year. Counties larger than 2400 square miles can participate based on 1/3 the area of their county being flown in a single year on the same terms just described.

If the Area of Interest (AOI) being flown and processed contains an island, which the customer desires to have flown, the island shall be flown and processed like any other land area. In addition, a strip of water 3 miles wide connecting the island with the mainland shall be included in the area flown and processed, as well.

Areas to be flown each year need to be finalized no later than 3 months prior to the start of the applicable flying season in the area to assure that leaf-off collection is possible. If leaf-off collection is not possible, the participating government may, at its option, relax the leaf-off requirement in areas such as open fields and cities where it is less important, or the customer may choose to wait until the following flying season for leaf-off collection of these areas. If the customer chooses to defer flying until the following leaf-off season and also chooses to renew the agreement in the subsequent year, the deferred year will be collected and processed during the same flying season as the subsequent year, provided that the subsequent areas are finalized in time to allow leaf-off collection, in areas where that is required.

## 2. Reference Documents

GeoTIFF Specification, version 1.8.2, found on the web at  
<http://www.remotesensing.org/geotiff/spec/geotiffhome.html>

## 3. Requirements

### 3.1 Characteristics

#### 3.1.1 Image Format

Images shall be delivered in GeoTIFF format. Individual GeoTIFF images shall form a mosaic that covers the areas of interest. The file format shall conform to the GeoTIFF Specification, version 1.8.2 at <http://www.remotesensing.org/geotiff/spec/geotiffhome.html>. Proprietary tags shall not be used. Image size shall be 5000 x 5000. The No Data value shall be specified in the metadata and shall not occur within the image data. A No Data value of (0,0,0) shall be used. No Data areas shall only occur outside the boundary of the specified AOI.

All ortho-imagery shall be delivered on digital media to the customer by Vexcel.

Image files from each area of interest (AOI) shall be labeled with names that end in five digit numbers. The number fields at the end of the filenames within an AOI shall all be consecutive without omission or

duplication and shall begin with "00001". The text preceding the Image number within the Image filename shall be of the form

(area code)\_(contractor code)\_YYYYMMDD

where YYYY is the year, MM is the two digit month, and DD is the two digit day of acquisition. The area codes and contractor codes will be supplied by Vexcel.

### 3.1.2 Image Type

Image files shall be 24 bit color images with the three bands representing colors which appear natural to a human observer.

### 3.1.3 Image Coordinates

Image coordinates shall be specified in geographic coordinates. Image coordinates shall be referenced to the Universal Transverse Mercator (UTM) system tied to the NAD83 datum. If specified at the time of ordering an AOI, Image coordinates shall be referenced to the applicable Stateplane system instead.

### 3.1.4 Image Scale

Data collection shall occur at 30 cm ground sample distance (GSD)  $\pm 10\%$ . Processed Images shall be sampled at a GSD, which is TBD between 30 cm and 1 foot. The customer may specify whichever value is preferred at the time of ordering. If the value is not specified at the time of ordering, 30 cm shall be used for UTM coordinate system maps and International Feet (0.30480 m) shall be used for Stateplane coordinate system maps.

### 3.1.5 Metadata

Metadata shall be supplied for all Images and shall include

- Image location and outline
- Accuracy statement giving the measured RMS 2D error and the corresponding error at 90% and 95% confidence levels, assuming a circular Gaussian error distribution
- Accuracy statement referencing the National Map Accuracy Standard
- Camera used
- Date and time of acquisition
- Ground sample distance as collected
- Focal ratio and exposure time
- Remarks on Image quality and artifacts, if any
- FGDC compliant metadata for the Area of Interest, if requested at the time of order

## 3.2 Image Quality

### 3.2.1 General Image Quality

Images shall appear sharp when viewed at 1 pixel per GSD and displayed or printed on high quality equipment at 80 to 100 pixels per inch. Mosaicking artifacts and other Image artifacts shall be minimal or completely unnoticeable. Color mosaics shall be free from clouds, cloud shadows, haze, prominent

seams, gridding due to uncorrected camera vignetting, and other obvious, uncorrected artifacts. Hot spots and water glint shall be corrected.

### 3.2.2 Instrumental Corrections

Instrumental corrections for distortion and radiometric level shall be applied to raw data values based on most recent and up-to-date camera calibrations. Camera calibration records shall be maintained on file by the aerial photography company and copies of these records shall be furnished to Vexcel or the participating government for inspection on request.

### 3.2.3 Radiometric Correction

Images shall be color balanced to minimize perceptible differences in color tones within and between adjacent images. Color balancing shall result in colors which appear natural to a human observer.

Image contrast and brightness shall be adjusted to minimize perceptible differences within and between adjacent images.

Lakes larger than 10 square miles will be edited to make water areas appear uniform, if desired by the customer.

The minimum numerical adjustments necessary to meet these requirements shall be performed.

### 3.2.4 Spatial Correction

The best available digital elevation map (DEM) from the United States Geological Survey (USGS), or other high quality DEM provided by the participating government in GeoTiff or other compatible format, shall be used to ortho-rectify the images. Images shall be rectified for terrain elevation and perspective using the DEM, which may be supplemented by automated cross-correlation of image features in stereo pairs.

Cultural features, such as major roads, bridges, overpasses, buildings, and other important features that are impacted by DEM artifacts shall be repaired. DEM artifacts noticeable at a scale of 400 feet per inch in rural areas shall also be corrected.

During ortho-rectification, images shall be re-sampled at the specified GSD.

### 3.2.5 Mosaicking

Images shall be delivered in adjacent sections free of overlap, suitable for tiling.

Image seams shall be placed to minimize disruption of important features of cultural or geographic significance—for example, large buildings, bridges, and major rivers. Image seams shall not run through elevated structures, such as bridges, overpasses, and large buildings. When feasible, seams shall be placed at naturally occurring lines in the image to render them less noticeable.

Skews greater than one pixel shall be corrected.



### 3.2.6 Accuracy

Planimetric accuracy corresponding to the National Mapping Accuracy Standard for a scale of 1:2,400 shall be achieved. This means that 90% of well-defined points shall be within 6.67 feet (2 m) of their apparent location in the imagery. Sufficient control points to achieve this accuracy shall be used.

Comment [wfk1]: Methods of collection are discussed immediately below, so this is redundant

Existing ground control supplied by the participating government shall be used if available, supplemented as necessary by marking of monumentation supplied by the customer, commercially available ground control, and newly created ground control.

Comment [wfk2]: The requirement for 6 GCP's occurs later in the Quality Assurance section, so it is redundant to state that here.

All control points used shall be surveyed to less than 20 cm horizontal and 30 cm vertical accuracy and shall be taken at locations which are clearly identifiable on aerial images.

## 3.3 Image Collection Constraints

### 3.3.1 Equipment

All imagery from a single AOI shall be collected using a single digital aerial survey camera in good working order with up-to-date calibrations, an image stabilization system using a suitable inertial measurement unit, and a GPS receiver with differential correction capability in areas where available.

The camera shall provide forward motion compensation during the exposure time.

The camera lens and detector array shall be clean and free of excess dust or lint.

### 3.3.2 Flight Path

Imagery in all AOIs shall be collected on either north-south (which is preferred) or east-west lines whenever feasible, and all imagery in a single AOI shall be collected on parallel lines, unless flight path restrictions in the area make this impractical. Flight lines shall be parallel to a UTM projection using the UTM zone containing the centroid of the collected area.

### 3.3.3 Camera Orientation

Imagery shall be collected at a crab angle of less than 5 degrees, which is measured between the camera's along-track image axis and the aircraft line of flight. The camera shall be nadir pointed within 2 degrees on average and shall not exceed 4 degrees off nadir at any time during image collection.

### 3.3.4 Image Overlap and Sidelap

Imagery of the AOIs shall be collected with >60% in-track overlap and >30% sidelap.

### 3.3.5 Camera Settings

Camera aperture and exposure time shall be adjusted for light conditions to achieve optimal image quality, consistent with the camera manufacturer's recommendations or automated settings, unless the camera operator has data which demonstrate that a different setting produces superior results under conditions at the time of collection.

### 3.4 Environmental Conditions

Imagery shall be collected under clear skies. The air shall be free of smoke, dust, and excessive haze. Imagery may be collected under high, thin cirrus conditions, if it does not result in noticeable image artifacts, such as a mottled appearance or low light levels. Such conditions may not be combined with clear skies in the collection of a single AOI.

Imagery shall be collected at sun elevation angles greater than 30 degrees. Adjacent flight lines shall be flown at sun elevation angles which differ by less than 15 degrees.

Roadways shall not be wet from recent precipitation.

The ground shall be free of snow cover and lakes free of ice. The ground shall not be obscured by fog.

Imagery shall be collected while deciduous trees are free of leaves, unless this requirement has been waived by the customer in writing for the specific AOI. The requirement for leaf-free collection may be waived by the customer, at the customer's option, in areas where this is not critical, such as open fields, pine forest, and urban areas, in order to allow collection of imagery after the leaf-off season is over with.

### 4. Areas of Interest

Areas of Interest (AOIs) shall range in size from 300 to 1800 square miles and shall be located within or near the boundary of the applicable jurisdiction. Three months before the applicable flying season for each year, areas of interest totalling the desired number of square miles shall be identified by the customer.

### 5. Quality Assurance Provisions

#### 5.1 General

Independent quality checks shall be performed to certify the accuracy of the product and conformance to image quality specifications. Specific inspections shall be carried out at appropriate image scale and frequency to verify the image quality requirements.

#### 5.2 Visual Inspection for Specific Artifacts

All image quality requirements in Sections 3.2.1, 3.2.2, 3.2.3, 3.2.4, and 3.2.5 shall be inspected at a scale of 400 feet per inch or larger. Seam lines, glints, color balance, DEM artifacts, and bridges on major roadways shall be addressed in this inspection, and artifacts noticeable at this scale shall be corrected. In urban areas, a scale of 200 feet per inch or larger shall be used for inspection.

#### 5.3 Planimetric Accuracy

Accuracy shall be measured by statistical inference from ground control point residuals in the aero-triangulation solution that compares survey data with on-board GPS and IMU data with known error distributions. Data used in the fit shall be properly weighted according to the a priori error distributions, so that the solution is not biased towards artificially low residuals.

## Statewide Ortho-Imagery Product Description

## State and Local Governments

One or more AOI's where 15 or more control points are available to obtain accurate statistics using points excluded from the aero-triangulation solution shall be used as a check on this method.

At least six ground control points shall be used in each AOI, and at least one ground control point in each AOI shall be collocated with a survey monument, as an independent check on accuracy.

### 5.4 Warranty Against Image Defects

Defects in imagery collection that are reported by the customer within 90 days shall be corrected by re-acquisition and re-processing. Defects in image processing reported by the customer within 12 months shall be corrected by re-processing.

### 5.5 Sample Imagery

An imagery sample with an area of approximately 1% of the AOI can be furnished on request, once processing is underway and a sufficient area has been completed. Customers requesting such samples must furnish a USB drive with sufficient capacity of at least 2 GB and pay shipping at least one way.

### 6. Delivery Schedule

Collected imagery in each season shall be delivered to the customer within 4 months of the end of the applicable flying season, or receipt of order for the AOI, whichever occurs later, and shall appear on Bing Maps online within 3 to 5 months after this time (unless better imagery, as defined below, is already available on Bing Maps at that time). For this purpose, better imagery means imagery which is more current and comparable in resolution and/or accuracy or comparably recent and better in resolution and/or accuracy.

**BAY COUNTY BOARD OF COMMISSIONERS****11/10/09****RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (11/3/09)
- WHEREAS, Bay County's GIS Program obtained aerial photography in 2005 and consistent with the GIS work plan, it is the intent to secure updated aerial photography in the Spring of 2010; and
- WHEREAS The Bay County GIS Program has been researching alternate funding options along with the best mix of project partners in order to acquire new Digital Orthophotography in Spring 2010 to include partnering with the State of Michigan & Microsoft/Bing Maps (Dow and the City of Bay City possible partners); partnering with Saginaw County and Midland County utilizing USGS funding (possible Dow funding); or partnering with the City of Bay City (possible Dow funding); and
- WHEREAS, While it is the intent of the Bay County GIS Program to choose a preferred product/partner choice and acquire new Digital Orthophotography in the Spring of 2010, funding options will depend upon which project is ultimately chosen and no General Fund money will be requested. Funding will come from private business, other local units of government, the Bay County Road Commission, non-General Fund program and millage-based programs; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners authorizes the Bay County GIS Program to move forward on securing 1020 Digital Orthophotography; Be It Further
- RESOLVED That the Chairman of the Board is authorized to sign all documents required for the 2010 Digital Orthophotography Project following legal review/approval; And Be It Finally
- RESOLVED That budget adjustments required are approved.

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

GIS - 2010 Digital Orthophotography

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beeson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

THOMAS L. HICKNER  
Bay County Executive

Amanda L. Brown  
Finance Officer

Finance Department  
7<sup>th</sup> Floor  
Bay County Building  
515 Center Avenue, Suite 701  
Bay City, MI 48708-5128



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TDD (989) 895-4049  
FAX (989) 895-4039

RESOLUTION

NO.

BY: WAYS AND MEANS COMMITTEE 11/03/2009

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 11/10/2009 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

<u>Request Number</u>	<u>Fund Involved Department Involved</u>	<u>Favorable Impact</u>	<u>Unfavorable Impact</u>	<u>No Impact</u>
09/09-298	Health Department Maternal/Infant Support Medicaid Outreach To realign Health Dept. Budget	X	X	
09/09-299	Health Department Health Education Grant To realign Health Dept. Budget for 22161502 for the Fish Consumption Grant. This is the Saginaw River/Bay Eat Safe Fish Grant which started April 01, 2009 and ends September 30, 2009.			X
09/09-491	Self-Insurance Fund-Health Care Self-Insurance Original Blue Cross ASC Budget is based on best information		X	



available at the time the budget is adopted. Each year it is necessary to adjust the original budget to reflect the renewal information obtained from the consultant (PEBS) along with actual enrollment numbers.

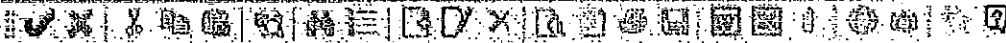
09/09-637	General Fund MSU Extension		X
	Pay out 2008 office supplies where invoice not received in 2008.		
09/09-1135	General Fund Prosecuting Attorney	X	
	General Fund	X	
	To budget for \$4,646 of additional September 2009 Federal Grant money for the Prosecutor's BAYANET grant 10126700.		
09/10-607	Health Department Administration	X	
	Reimbursement of ½ of the costs for attending and presenting at the National Association of City and County Health Officials conference in Orlando, FL.		
09/11-001	Mosquito Control Fund Mosquito Control		X
	To budget for the purchase of spray equipment.		
09/11-002	Drug Law Enforcement Fund Sheriff Department		X
	To purchase pistols and holsters to be paid out of the drug forfeiture fund to be used to enforce drug law enforcement.		
09/11-003	General Fund Building Authority MHGH-Bangor	X	
	Bay Arenac Behavioral Health is reimbursing Bay County for additional driveway repair expense. See BA 2009-07-06 for original BA.		
09/11-004	General Fund Remonumentation		X
	General Fund		X
	Reduce Remonumentation Grant amount per letter from the State of Michigan for year ended 12/31/09.		

09/11-005	General Fund Civic Arena-Ice/Dry Surface To reclassify the purchase of rental skates. Should use line item 74000 (operating supplies) not 96730 since each unit cost is under \$100.	X
09/11-007	General Fund Information Systems Division Budget for beginning Crystal Reports training on site in the war room. Training dollars roll into MUNIS software PO are under line 98101	X
09/11-008	General Fund Information Systems Division PO #16664 was closed at the end of 2008 and should have been rolled over for \$1,320 for the Golf Course inventory data collector and hand held scanners.	X
09/11-009	General Fund Information Systems Division To budget for the VeriSign secure site expenditure under 80200 (professional services) line item for 2009 \$826.66 and \$1,653.34 to prepaids since this is for a three year expenditure.	X
09/11-012	Health Department Environmental Health To increase the budget for book supplies purchasing more Serv Safe booklets due to increased demand for Serv Safe classes.	X
09/11-006	General Fund Board of Commissioners To transfer out "Other Fringe Benefits" into fund balance.	X
09/11-014	911 Central Dispatch Cental Dispatch To budget for 911 Central Dispatch kitchen remodeling for a 24 hour facility.	X

BRIAN K. ELDER, CHAIR  
AND COMMITTEE

# Budget Amendment Quick Entry

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Journal

Journal 2009/09 298 Ref:tlfx Desc transfer f Eff Date 09/11/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	22161102	86500	STATE TRAVEL MILEAGE	I	500.00
2	22161901	86600	LOCAL TRAVEL MILEAGE	D	500.00

Journal Totals

Increase	500.00
Decrease	500.00

# Bay County, Michigan

## Additional Comments

Journal: 298 Line: 1  
To re-align Health Department budget.

# Budget Amendment Quick Entry

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Journal

Journal 2009/09 299 Ref adjust Desc adjust uns Eff Date 09/11/2009

Journal Lines

Line	Dig	Object	Description	I/D	Amount
1	22161502	70500	TEMPORARY HELP	0	1200.00
2	22161502	72700	OFFICE SUPPLIES	I	500.00
3	22161502	85200	TELEPHONE	I	200.00
4	22161502	85201	CELLPHONE	I	200.00
5	22161502	86742	COMPUTER SOFTWARE EX I	I	300.00

Journal Totals:

Increase	1,200.00
Decrease	1,200.00

# Bay County, Michigan

## Additional Comments

Journal: 299 Line: 1

TO REALIGN HEALTH DEPARTMENT BUDGET FOR THE 22161502 FOR THE FISH CONSUMPTION GRANT. THIS IS THE SAGINAW RIVER/BAY EAT SAFE FISH GRANT WHICH STARTED APRIL 1, 2009 AND ENDS SEPTEMBER 30, 2009.

# Budget Amendment Quick Entry

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Journal

Journal 2009/09 491 Ref 8CBS Desc TRUE-UP Eff Date 09/01/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	67718720	40004	NET ASSETS - RESERVE	I	243,050.00
2	67718720	60000	CHARGES FOR SERVICES	I	38,408.00
3	67718720	60001	CHARGES FOR SERVICES	I	9,775.00
4	67718720	60002	CHARGES FOR SERVICES	I	1,891.00
5	67718720	60003	CHARGES FOR SERVICES	I	10,116.00
6	67718720	71601	RETIREE'S HEALTH INS-	D	32,980.00
7	67718720	71622	ACTUAL MEDICAL CLAIM	I	403,158.00
8	67718720	71642	ACTUAL RX CLAIMS	D	50,952.00
9	67718720	71662	ACTUAL DENTAL CLAIMS	D	6,308.00
10	67718720	71682	ACTUAL VISION CLAIMS	I	1,373.00
11	67718720	92200	ADMINISTRATIVE SERVI	I	8,544.00
12	67718720	96501	STOP LOSS PREMIUM	D	19,595.00

Journal Totals

Increase	109,835.00
Decrease	109,835.00

# Bay County, Michigan

## Additional Comments

Journal: 491 Line: 1

ORIGINAL BLUE CROSS ASC BUDGET IS BASED ON BEST INFORMATION AVAILABLE AT THE TIME THE BUDGET IS ADOPTED. EACH YEAR IT IS NECESSARY TO ADJUST THE ORIGINAL BUDGET TO REFLECT THE RENEWAL INFORMATION OBTAINED FROM THE CONSULTANT (PEBS) ALONG WITH ACTUAL ENROLLMENT NUMBERS.



# Budget Amendment Quick Entry

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## Journal

Journal 2009/09 637 Ref:INC Desc SUPPLY EXP Eff Date 09/01/2009

## Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10128300	72700	OFFICE SUPPLIES	I	284.00
2	10128300	80200	CONTRACTUAL SERVICES	D	284.00

## Journal Totals

Increase	284.00
Decrease	284.00

# Bay County, Michigan

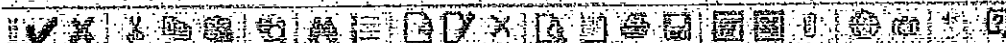
## Additional Comments

Journal: 637 Line: 1

PAY OUT 2008 OFFICE SUPPLIES WHERE INVOICE NOT RECEIVED IN 2008.

# Budget Amendment Quick Entry

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## Journal

Journal 2009/09 1135 Ref INCRS Desc PROSEC Eff Date 09/01/2009

## Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10135700	50100	FEDERAL GRANTS	I	4,646.00
2	10110100	40001	FUND BALANCE	D	4,646.00

## Journal Totals

Increase	4,646.00
Decrease	4,646.00

Record(s) updated

# Bay County, Michigan

## Additional Comments

Journal: 1135 Line: 1

TO BUDGET FOR \$4,646 OF ADDITIONAL SEPTEMBER 2009 FEDERAL GRANT MONEY FOR THE  
PROSECUTOR'S BAYANET GRANT 10126700.

# Budget Amendment Quick Entry

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## Journal

Journal 2009/10 607 Ref add \$\$ Desc inc fund\$ Eff Date 10/21/2009

## Journal Lines

Line	Org	Object	Description	I/D	Amount
1	22160100	87502	REIMBURSEMENT - PFM	I	530.78
2	22160100	86100	CONFERENCE FEES & EX	I	568.17
3	22160100	86500	STATE TRAVEL MILEAGE	I	106.11
4	22160100	96000	EDUCATION AND TRAINI	I	12.50

## Journal Totals

Increase	00
Decrease	00

# Bay County, Michigan

## Additional Comments

Journal: 607 Line: 1

REIMBURSEMENT OF 1/2 OF THE COSTS FOR ATTENDING AND PRESENTING AT THE NATIONAL  
ASSOC. OF CITY AND COUNTY HEALTH OFFICIALS CONFERENCE IN ORLANDO, FLORIDA.

Budget Amendment Quick Entry

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Journal

Journal 2009/11 1 Ref PURCAH Desc SPRAY EQUI E// Date 11/10/2009

Journal Lines

Line	Dig	Object	Description	I/D	Amount
1	24082000	97500	MACHINERY AND EQUIP	I	7,000.00
2	24082000	75300	CHEMICALS	D	7,000.00

Journal Totals

Increase	7,000.00
Decrease	7,000.00

Record(s) updated.

# Bay County Michigan

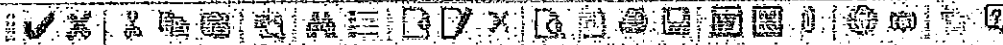
Additional Comments

Journal:            1   Line:        1  
TO BUDGET FOR THE PURCHASE OF SPRAY EQUIPMENT.



# Budget Amendment Quick Entry

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Journal

Journal 2009/11 2 Ref PISTAL Desc DRUG Eff Date 11/10/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	26530100	96730	MACHINERY & EQUIPMENT	I	1,799.00
2	26530100	74500	ROAD/MARINE PATROL S	I	282.00
3	26530100	40001	FUND BALANCE	I	2,079.00

Journal Totals

Increase

Decrease

Record(s) updated.

# Bay County Michigan

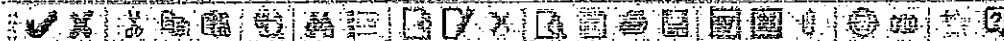
## Additional Comments

Journal: 2 Line: 1

TO PURCHASE 3 PISTALS AND HOLSTERS TO BE PAID OUT OF THE DRUG FORFEITURE FOND TO  
BE USED TO ENFORCE DRUG LAW ENFORCEMENT.

# Budget Amendment Quick Entry

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## Journal

Journal 2009/11 3 Ref REIMB Desc DRIVEWAY Eff Date 11/10/2009

## Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10127910	32101	LAND IMPROVEMENTS	I	690.00
2	10127910	67600	REIMBURSEMENTS	I	680.00

## Journal Totals

Increase	.00
Decrease	.00

Record(s) updated.

# Bay County Michigan

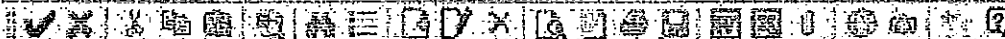
## Additional Comments

Journal: 3 Line: 3

BAY ARENA BEHAVIOR HEALTH IS REIMBURSING BAY COUNTY FOR ADDITIONAL DRIVEWAY  
REPAIR EXPENSE. SEE B.A. 2009-07-06 FOR ORIGINAL B.A.

Budget Amendment Quick Entry

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Journal

Journal 2003/11 4 Ref REDUCE Desc REMONUMENT Eff Date 11/10/2003

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10127801	53500	STATE GRANTS	D	74,900.00
2	10127801	80200	CONTRACTUAL SERVICES	D	50,000.00
3	10127801	73100	ENGINEERING SUPPLIES	D	9,122.00
4	10110100	40001	FUND BALANCE	I	15,784.00

Journal Totals

Increase	15,784.00
Decrease	15,784.00

Record(s) updated.

# Bay County, Michigan

## Additional Comments

Journal: 4 Line: 1

REDUCE REMONUMENTATION STATE GRANT AMOUNT PER LETTER FROM THE STATE OF MICHIGAN  
FOR YEAR ENDED 12-31-09.

# Budget Amendment Quick Entry

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Journal

Journal 2009/11 5 Ref:RECLAS Desc RENTAL SKA Eff Date 11/10/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10176201	74000	OPERATING SUPPLIES	I	3,760.00
2	10176201	96730	MACHINERY & EQUIPMEN	D	3,760.00

Journal Totals

Increase	3,760.00
Decrease	3,760.00

Record(s) updated.

# Bay County, Michigan

## Additional Comments

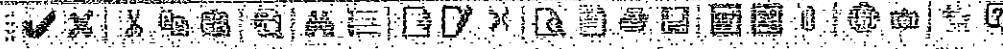
Journal: 5 Line: 1

TO RECLASSIFY THE PURCHASE OF RENTAL SKATES SHOULD USE LINE ITEM 740.00  
OPERATING SUPPLIES NOT 967.30 SINCE EACH UNIT COST IS UNDER \$100.00



Budget Amendment Quick Entry

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Journal

Journal 2009/11 7 Ref TRAINI Desc CRYSTAL Eff Date 11/10/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10122800	99001	COMPUTER SOFTWARE	D	1,490.00
2	10122800	96000	EDUCATION AND TRAINI	I	1,490.00

Journal Totals

Increase	1,490.00
Decrease	1,490.00

Record(s) updated.

# Bay County, Michigan

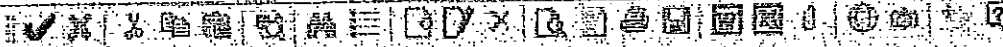
## Additional Comments

Journal:                7   Line:            1

BUDGET FOR BEGINNING CRYSTAL SOFTWARE TRAINING ON SITE IN THE WAR ROOM. TRAINING  
DOLLARS ROLL INTO MUNIS SOFTWARE P.O. UNDER LINE ITEM 981.01.

# Budget Amendment Quick Entry

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## Journal

Journal 2009/11 8 Ref '08 PO Desc S/B ROLLED Eff Date 11/10/2009

## Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10122800	56741	COMPUTER HARDWARE E-1		1,220.00
2	10110100	40001	FUND BALANCE	I	1,320.00

## Journal Totals

Increase	.00
Decrease	.00

Record(s) updated.

# Bay County, Michigan

## Additional Comments

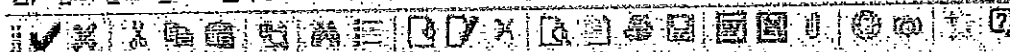
Journal: 8 Line: 1

P.O.. #16664 WAS CLOSED AT THE END OF 2008 SHOULD OF BEEN ROLLED OVER FOR \$1,320.  
FOR THE GOLF COURSE INVENTORY DATA COLLECTOR & HAND HELD SCANNERS.

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Journal

Journal 2009/11 9 Ref 80100 Desc EXPENDITUR E# Date 11/10/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10122800	80100	PROFESSIONAL SERVICES	I	827.00
2	10122800	98001	COMPUTER SOFTWARE	D	827.00

Journal Totals

Increase 827.00

Decrease 827.00

Record(s) updated.

# Bay County, Michigan

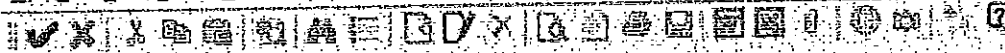
## Additional Comments

Journal: 9 Line: 1

TO BUDGET FOR VERISIGN SECURE SITE EXPENDITURE UNDER 802.00-PROFESSIONAL SERVICES LINE ITEM FOR 2009 \$826.66 AND \$1,653.34 TO PREPAIDS SINCE THIS IS FOR A THREE YEAR EXPENDITURE.

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Journal

Journal 2009/11 12 Ref BOOKS Desc INCR REVEN Eff Date 11/10/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	22161500	72702	BOOK SUPPLIES		6,000.00
2	22161500	67104	MISCELLANEOUS REVENUE I		6,000.00

Journal Totals

Increase

Decrease

Record(s) updated.

# Bay County, Michigan

## Additional Comments

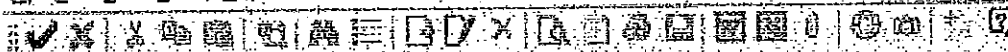
Journal: 12 Line: 1

TO INCREASE THE BUDGET FOR BOOK SUPPLIES PURCHASING MORE SERV SAFE BOOKLETS DUE  
TO INCREASED DEMAND FOR SERV SAFE CLASSES.



# Budget Amendment Quick Entry

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Journal

Journal 2009/11 6 Ref REMOVE Desc OTHER FRIN Eff Date 11/10/2009

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	10110100	71300	OTHER FRINGE BENEFIT	D	338,217.00
2	10110100	40001	FUND BALANCE	D	338,217.00

Journal Totals

Increase

Decrease

# Bay County, Michigan

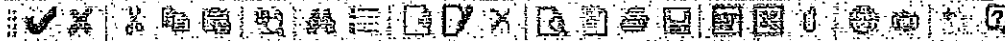
## Additional Comments

Journal:                    6   Line:            1

TO TRANSFER OUT "OTHER FRINGE BENEFITS" INTO FUND BALANCE.

# Budget Amendment Quick Entry

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## Journal

Journal 2009/11 14 Ref 911 Desc KITCHEN Eff Date 11/10/2009

## Journal Lines

Line	Org	Object	Description	I/D	Amount
1	26132500	97500	BLDG BLDG ADDITION	I	6,000.00
2	26132500	40001	FUND BALANCE	I	6,000.00

## Journal Totals

Increase	.00
Decrease	.00

Record(s) updated.

# Bay County, Michigan

## Additional Comments

Journal: 14 Line: 1

TO BUDGET FOR 911 CENTRAL DISTACH KITCHEN REMODELING FOR A 24 HOUR FACILITY.